

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	12-056
Date of announcement:	3 August 2012
Closing Date:	7 September 2012 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Training NCO
Duty Location:	Reno, Nevada
Unit/UIC/Para/ Line Number:	485 th M.P Company, WX9VAA, Para: 103 / Line Number: 01
Area of Consideration:	Statewide*; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-4/SPC-Max E-6/SSG
MOS:	31B Preferred but not required must be eligible to become 31B MOSQ within 1 year from hire date.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson at (775) 887-7391 /DSN 530-7391 troy.h.anderson@us.army.mil
Unit Point of Contact:	MAJ Hall at (775) 674-5022 DSN 530-5022 karsten.hall@us.army.mil or CPT Kolvet at (775) 674-5013 DSN 530-5013 robert.kolvet@us.army.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

12-056

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Biographical Sketch, IAW NGR 600-200 <http://www.nv.ngb.army.mil/hro/forms/BioSketch.tif>
3. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
 - Must present a medically certified Negative Pregnancy Test prior to accession into the AGR Program (Females only)
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform or Dress Blues preferred. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
6. Initial Last five NCOERs/OERs. Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NOCERs/OERs (may apply to newly promoted E-5s and newly appointed commissioned officers).
7. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
8. Initial Retirement Points History Statement (RPAS).
9. Initial Personnel Qualification Record (PQR).
10. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACLIC Secret.

11. Initial Certified copy of DA Form 2-1 or DD 1966-1 or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores (Not required for Current Officers).
12. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
13. Initial All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD Code.**
14. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
15. Initial **Applicants email address:**_____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will be returned without consideration.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: The Training NCO performs personnel and administrative functions in support of company. Responsible to oversee and manage training and operations for the company on a daily basis. Coordinates and assists with scheduling for use of training sites and facilities for the company. Responsible for company processing of Automated Fund Control Orders System (AFCOS) Defense Travel System (DTS) and Army Training Requirements and Resources System, and Logistical requirements. Support the Unit Commander and 1SG in all matters concerning personnel, equipment, supply and training readiness issues and Recruiting and Retention goals. Responsible for preparing quarterly Unit Status Report (USR), support the Higher Headquarters with necessary readiness indicator data to accurately and timely complete monthly, quarterly, semi-annual and annual reports. Normal duty day requires occasional evening meetings with unit leadership. Performs additional duties as assigned to include developing all training schedules, closing out IDT's, managing training assessments, DTMS actions, all IPERMS actions, submitting PAR's, managing RCAS, MPDV, MEDPROS, the LOD module, security clearances and all other administrative, Training and Readiness functions for the unit.

<u>MOS QUALIFICATION REQUIREMENTS:</u>
31B Military Police Preferred but not required must be eligible to become 31B MOSQ within 1 year from hire date.
Must have and maintain Secret Security Clearance.
<u>ADDITIONAL REQUIREMENTS:</u>
Selected individual will be re-assigned to 485th Military Police Company
<u>MINIMUM ELIGIBILITY CRITERIA:</u>
Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate <u>in writing</u> a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government.
<u>THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER</u>
Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.